

REGULATION

Article 1 – Definition

The Center for Studies in Education and Innovation, identified by the acronym CI&DEI, is a Scientific Research and Development Unit that integrates the Polytechnic Institute of Viseu (IPV) (main institution), the Polytechnic Institute of Guarda (IPG), the Polytechnic Institute of Leiria (IPLeia), and the Polytechnic Institute of Lisbon (IPL) (management institutions).

Article 2 - Nature and Objectives

1. CI&DEI is a research centre that conducts research in education and innovation. Its research covers educational policies, teacher training, health education, didactics, information and communication technologies, education in non-formal contexts, entrepreneurship, and inclusion.
2. CI&DEI's mission is to develop education research, taking on the role of an organisational structure for coordinating and supporting research projects and socio-educational interventions. By recognising its human resources, CI&DEI aims to be a hub of dynamism and motivation for its community, promoting science and culture and providing services to the community.
3. The values that guide this unit are:
 - i) excellence, encouraging research characterised by high research standards;
 - ii) scientific integrity, adopting the scrupulous adherence to the ethical principles of scientific research;
 - iii) social responsibility, promoting cooperation with the surrounding environment and supporting cultural, scientific, and technical development.
4. The main objectives of CI&DEI are:
 - a) Develop research activities in various fields of education, with particular emphasis on applied research;
 - b) Promote inter-institutional cooperation and exchange, with a view to the internationalisation of research and the development of transversal R&D projects;
 - c) Foster pedagogical innovation and quality in education;
 - d) Contribute to the updating of the training processes for education agents;
 - e) Support the development of entrepreneurial skills;
 - f) Promote knowledge about the use of ICT in various teaching-learning contexts;
 - g) Produce knowledge capable of generating educational and social changes from a perspective of promoting equity, quality, and inclusion;
 - h) Allow Polytechnic students to participate in R&D projects as part of their academic activities, leading to an increase in scientific production;
 - i) Increase the scientific output of the CI&DEI researchers and enable their continuous updating;
 - j) Promote scientific employment.

Article 3 – Resources Centre

1. The CI&DEI is hosted by the Polytechnic Institute of Viseu (IPV), located at Avenida Coronel José Maria Vale de Andrade, Polytechnic Campus, 3504-510 VISEU; by the Polytechnic Institute of Guarda (IPG), located at Avenida Dr. Francisco de Sá Carneiro No. 50, 6300-559 Guarda; by the Polytechnic Institute of Leiria (IPLEiria), located at Rua General Norton de Matos, 2411-901 Leiria; and by the Polytechnic Institute of Lisbon (IPL), located at Estrada de Benfica, 529, 1549-020 Lisbon.
2. The IPV, IPG, IPEiria, and IPL provide the facilities and infrastructure necessary for the work and offer the collaboration of researchers and technicians associated with it.

Article 4 - Constitution of CI&DEI

1. CI&DEI is part of a multidisciplinary team of researchers interested in education and innovation.
2. They can be full members of CI&DEI, researchers with a doctoral degree or the title of associate professor, who must have a contract or affiliation with a Portuguese institution, and who dedicate a minimum of 20% of their work time to research activities.
3. An integrated doctoral member can only be integrated into a single R&D unit, specifically where they develop their main research activity. Still, they can collaborate in one or more R&D units.
4. They can be collaborative members of CI&DEI, the researchers starting their scientific training within the scope of doctoral or master's courses.

Article 5 - Eligibility Criteria and Maintenance of Integrated Members

1. For admission and maintenance as integrated members, researchers must achieve scientific productivity that meets the following priority indicators:
 - A. Scientific article in journals indexed in the Web of Science (WoS) or Scopus;
 - B. International Edition Technical-Scientific Book, published by a recognised publisher;
 - C. Book of a Technical-Scientific nature of National Edition, published by a recognised publisher;
 - D. Chapter of an International Edition Technical-Scientific Book, published by a recognised publisher, with peer review;
 - E. Chapter of a Technical-Scientific book of National Edition, published by a recognised publisher, with peer review;
 - F. Article in Journals with Other Indexations.
2. The integrated members must comply with the minimum values of scientific production and R&D activities outlined in the researcher's guide.

Article 6 - Research Lines

1. The CI&DEI is organised in the following research lines:
 - a) Educational Policies, Teaching Methods and Training
 - b) Health Education and Quality of Life
 - c) Education for Entrepreneurship and Sustainability
 - d) Education, Citizenship, and Inclusion
 - e) ICT and Multimedia in Education
2. The research lines include integrated members and collaborators who affiliate with them.
3. The board will invite the researchers who demonstrate the most scientific production in that field to perform the functions of line coordinator.

Article 7 – Management of CI&DEI

1. The management of CI&DEI:
 - a) The Scientific Coordinator;
 - b) The Management;
 - c) The Scientific Council;
 - d) The Scientific Coordinating Committee;
 - e) The External Monitoring Committee.

Article 8 - Scientific Coordinator

1. To the Scientific Coordinator, it is the responsibility to:
 - a) Represent the CI&DEI before institutions, national or international, with which there are research, training, and cooperation relations;
 - b) To be an interlocutor with the FCT and other funding entities regarding the different administrative and scientific aspects of managing the Center;
 - c) Prepare the Financial Report, the Annual Activity Report, the Annual Activity Plan, and the Annual Budget so that they can be submitted for review by the Scientific Council and approved by the appropriate bodies of the Institutes;
 - d) Comply with and enforce the rules of CI&DEI, especially those present in the Regulations;
 - e) Propose for authorisation by the competent bodies for the opening of Research Projects that financially involve CI&DEI or proceed with their conclusion based on a substantiated proposal by the proposing researchers, the Board, or the Scientific Council;
 - f) Validate the submission of applications for research projects by the objectives of CI&DEI;
 - g) Validate and propose for authorisation by the competent bodies proposals for protocols, agreements, or service contracts between CI&DEI and other entities, as well as possible amendments to them;

- h) Ensure the management of CI&DEI resources, submitting to higher authority the acts that require it;
- i) Propose to the Management the admission or exclusion of new researchers as full members or collaborators;
- j) Convene and holds over the Board, the Scientific Council, the Scientific Coordinating Committee and the External Monitoring Committee of CI&DEI

Article 9 - Board

1. The CI&DEI Board comprises the Scientific Coordinator from the main Institution (IPV) and Responsible Researchers from the other management institutions. (IPG, IPLeiria and IPL).
2. The Responsible Researchers are elected by the integrated members assigned to each Management institution.
3. Board duties:
 - a) Represent the CI&DEI in the absence of its Scientific Coordinator;
 - b) Coordinate the scientific, administrative, financial, and resource management of CI&DEI, submitting to higher authority the acts that require it;
 - c) Propose the submission of applications for research projects following the objectives of CI&DEI;
 - d) Propose protocols, agreements, or service contracts between CI&DEI and other entities, as well as possible amendments to them;
 - e) Support the dissemination of the scientific activity developed at CI&DEI;
 - f) Draft and approve management documents, procedures, guidelines, internal standards, or supplementary regulations, as well as amendments to existing documents;
 - g) Approve the admission or exclusion of researchers as full members or collaborators;
 - h) Create scientific work structures of a punctual and flexible nature to respond to the needs of research project development;
 - i) Propose to the Scientific Council the establishment of the External Monitoring Committee.
4. The Board meets regularly every three months or whenever convened by the Scientific Coordinator of CI&DEI or at the request of any of its members.

Article 10 - Scientific Council

1. The Scientific Council comprises all the Centre's integrated members and is Chaired by the Scientific Coordinator.
2. The Scientific Council meets regularly and biannually, by decision of the Scientific Coordinator or at the proposal of one-third of the Council members, whenever a matter requires holding an extraordinary meeting.
3. Meetings are convened by email, with a minimum of seven days' notice, and minutes are recorded for each.
4. The Scientific Council is responsible for:

- a) Elect the Scientific Coordinator of CI&DEI;
- b) Dismiss the Scientific Coordinator of CI&DEI by a qualified majority of two-thirds of its members;
- c) Approve the establishment of the External Monitoring Committee;
- d) Approve and amend the Internal Regulations of CI&DEI;
- e) Advise on the scientific orientation and the research and training policy of CI&DEI;
- f) Give an opinion or decide on matters submitted to them by the Scientific Coordinator or the Management.

Article 11 - Scientific Coordinating Committee

1. The Scientific Coordinating Committee comprises the board members and the research lines' coordinators. It meets at least once per semester.
2. The Scientific Coordinating Committee is responsible for:
 - a) Promote the development of R&D activities, considering the objectives of CI&DEI;
 - b) Promote the scope and interaction of scientific research developed by the research lines;
 - c) Stimulate the quality of scientific production in each line of research;
 - d) Coordinate the activities developed between research lines.
3. Each Research Line Coordinator must appoint a researcher to join the External Scientific Monitoring Committee.

Article 12 - External Monitoring Committee

1. The External Monitoring Committee comprises six individuals of recognised merit and with experience in management and scientific enhancement in the scientific area of CI&DEI.
2. The individuals who make up this Commission are appointed for the FCT evaluation period and must proceed with counselling and evaluating the Center's activities, meeting whenever deemed pertinent.
3. The External Monitoring Committee is responsible for regularly analysing the functioning of CI&DEI and issuing opinions as deemed appropriate.

Article 13 – Mandates

1. The term of office for the scientific coordinator of CI&DEI is 4 years, with a limit of 2 consecutive terms, which may be changed to align with the FCT's evaluation cycles for the Research and Development Units it funds.
2. The terms of the Board and Scientific Coordination Committee members follow those of the scientific coordinator.
3. Only integrated members of full-time faculty/researchers at the institutions that make up CI&DEI are eligible for the Scientific Coordinator, Board, and Scientific Coordination Committee positions.

Article 14 - Financing

1. The basic funding of CI&DEI comes from:
 - a) The Multiannual Financing Program for Research and Development Units (FCT – Foundation for Science and Technology, Ministry of Science, Technology, and Higher Education);
 - b) National and international funds or based on agreements and protocols to be established with private or state institutions;
 - c) Funding from the institutions that integrate CI&DEI;
 - d) Revenues from the provision of services to the community;
 - e) Others.

Article 15 – Diverse content

1. The Board will resolve all matters related to CI&DEI's procedure that are not covered by these Regulations.

Article 16 - Amendments to the Regulation

1. The Regulation must be reviewed every four years, and any changes to it are the responsibility of the Scientific Council of CI&DEI upon the Board's proposal.

Article 17 – Omissions

1. Cases not covered in this Regulation will be assessed by the Scientific Council of CI&DEI and ruled by the applicable provisions of the law.

This Regulation was approved by the Scientific Council on May 21, 2024.